



WELCOME!

SW Website/Web Apps

May 7, 2015

Missouri Department
of Elementary and Secondary Education

WEBSITE

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<http://dese.mo.gov/special-education/sheltered-workshops>

QUICK LINKS

- Abuse/Neglect Policy
 - DESE Regulations
 - FAQs
- How to Become a Sheltered Workshop
- Jobs Performed by a Sheltered Workshop
- MO Revised Statutes-Section 178.900



WEBSITE

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- News and Updates
- Certification Specialists
 - Directories
- Renewal of Certificate of Authority
- Federal/State Report Submission Checklist
 - MASWM Reports
- MO Association of Sheltered Workshop Managers
 - Publications and Forms
 - Sheltered Workshops RFT Map
 - State Aid Due Dates
 - Sheltered Workshop Staff



WEB APPS

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<https://k12apps.dese.mo.gov/webLogin/login.aspx>

- State Aid
- Contact Information
 - Employee List
 - Reports



USER ID/ACCESS

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- Web Login ID Request Form

[http://dese.mo.gov/sites/default/files/DESE ID-Sheltered Workshop.pdf](http://dese.mo.gov/sites/default/files/DESE_ID-Sheltered_Workshop.pdf)

- NO SHARING! Each user must have their own user ID.
- Complete a User ID Request form to gain/delete access.
 - Encourage all managers to have access
 - Reset password/Locked account



STATE AID

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- ALWAYS due 3rd working day of month/2:00 pm
 - Choose appropriate month
 - Enter data
- Hours Worked/Vocational Training Hours
 - SAVE, AGREE TO ASSURANCES, SUBMIT
 - Payment date



STATE AID

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- RsMO 178.930.1(2)
- Hourly rate, \$3.1666

\$95.00 (M-F up to 30 hours) / 30 hours

\$19.00 (Sat/Sun up to 6 hours) / 6 hours

- $M-F \text{ up to } 30 * \$3.1666 + \text{Sat/Sun up to } 6 / 6 * \19.00



STATE AID

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	A	B	C
1	Workshop Name:	ABC Workshop	SAMPLE
2	Data Month:	Mar-13	
3	State Aid Payment Month:	Apr-13	
4			
5		Current Month	
6			
7	Approved Employees:	90.00	Entered by shop
8			
9	Total Workshop Wages Paid	\$27,837.53	Entered by shop
10			
11	Total Hours Worked up to & including 30 (Mon-Fri)	8,079.00	Entered by shop
12			
13	Total Hours Worked over 30 (Mon-Fri)	42.00	Entered by shop
14			
15	Total Hours Worked up to & including 6 (Sat/Sun)	0.00	Entered by shop
16			
17	Total Hours Worked over 6 (Sat/Sun)	40.00	Entered by shop
18			
19	Vocational Training Hours	75	Entered by shop *these are the training hours included in total hours worked and claimed in state aid*
20			
21	Total Hours Worked	8161.00	B11+B13+B15+B17 8,079.00 + 42.00 + 0.00 + 40.00
22			
23	Average Hourly Wage	\$3.41	B9/B21 \$27,837.53/8,161.00
24			
25	Mon-Fri Requested Funds	\$25,582.96	B11*B35 8,079 x \$3.1666
26			
27	Sat/Sun Requested Funds	\$0.00	(B15/6)*B36 (0/6) x \$19.00
28			
29	Total State Aid Requested	\$25,582.96	B25+B27 \$25,582.96 + \$0.00
30			
31	Approved State Aid Amount:		Approved amount per DESE Staff *will show up once DESE has approved the request*
32			
33		July 1, 2010-Current	
34			
35	Hourly Rate	\$3.1666	
36	Weekend Rate	\$19.00	

WORKSHOP CONTACT INFORMATION

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- Update as changes occur
- Manager/State Aid Staff Address
 - Manager E-mail



CERTIFIED EMPLOYEES

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- VR or Certification Specialist
 - Employee List
 - NO dashes in SSN
- Any action must be completed on actual date
 - Hire
 - Transfer
 - Errors



REPORTS

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- Employee List Report
- Employee Status Report
- Payment Period Approved Report



CONTACT US

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